



MEETING NOTICE & AGENDA

DATE: Thursday, November 16, 2023

TIME: 4:00 P.M.

PLACE: Board of Supervisors Chambers
Yuba County Government Center
915 8th Street
Marysville, California

I. **Call to Order & Roll Call**

Bains (Chair), Blaser, Buttacavoli, Flores, Fuhrer (Vice-Chair), Hudson, Kirchner, and Shaw

II. **Public Business from the Floor**

Members of the public may address the Authority on items of interest that are within the Authority's jurisdiction and are not on the agenda for this meeting. Public comment regarding agenda items will be permitted as each agenda item is considered by the Board.

III. **Consent Calendar**

All matters listed under the Consent Calendar are considered to be routine and can be enacted in one motion. There will be no separate discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed or removed from the Consent Calendar for specific action.

- A. Minutes from the Meeting of October 19, 2023. (Attachment)
- B. Disbursement List for October 2023. (Attachment)
- C. Monthly Performance Report for October 2023. (Attachment)

IV. **Reports**

A. **NextGen Transit Facility Environmental Review Request for Proposals (RFP)**. (Attachment)

RECOMMENDATION: Authorize the Executive Director to release a Request for Proposal for the attached Scope of Work to complete the Environmental Review and related preliminary engineering of the NextGen Transit Facility project, pending concurrence by funding partner agencies and legal counsel.

B. **First Quarter FY 2024 Budget Report**. (Attachment)

RECOMMENDATION: Information only.

C. **First Quarter FY 2024 Performance Report**. (Attachment)

RECOMMENDATION: Information only.

D. **Project & Program Updates**.

- 1. FRAQMD Finance Committee Recommendation for Blue Sky Grant Awards
- 2. Annual Unmet Transit Needs Hearing Results

3. Sikh Parade Shuttle Report
4. Caltrans Binney Junction Project Phase 2 Easements
5. Caltrans I-5 Managed Lanes Project VMT Mitigation (Letter of Intent)
6. NextGen Facility Funding Update – Richland Housing Project Grant

RECOMMENDATION: Information only.

V. Correspondence / Information

VI. Other Business

VII. Adjournment

**THE NEXT MEETING IS SCHEDULED FOR THURSDAY, DECEMBER 21, 2023
AT 4:00 P.M. AT THE YUBA COUNTY GOVERNMENT CENTER**

If you need assistance to attend the Yuba-Sutter Transit Board Meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, please contact the Yuba-Sutter Transit office at (530) 634-6880 or by email at info@yubasuttertransit.com at least 72 hours in advance so such aids or services can be arranged.

AGENDA ITEM III – A

**YUBA-SUTTER TRANSIT AUTHORITY
MEETING MINUTES
OCTOBER 19, 2023**

I. Call to Order & Roll Call (4:00 P.M.)

Present: Bains (Chair), Blaser, Fuhrer (Vice-Chair), Hudson, Kirchner and Shaw
Absent: Buttacavoli, Flores

II. Public Business from the Floor

None.

III. Consent Calendar

Director Shaw made a motion to approve the consent calendar. Director Hudson seconded the motion and it carried unanimously.

IV. Reports

A. Caltrans Temporary Construction Easement (TCE) Agreement Extension.

Mauk stated that the Caltrans State Route 70 Binney Junction Roadway Temporary Construction Easement agreement allowing Granite Construction to fence and secure a significant portion of our north yard resulting in the loss of 15 bus parking stalls was delayed from the original June 1, 2023 start date to July 31st. Due to the two month delay, Caltrans is now requesting an amendment of the easement agreement to extend that agreement through March 31, 2024.

Staff recommended approval of the attached amendment to the Temporary Construction Easement based on a formal commitment by Yuba County to extend the current lease agreement for property at the Yuba County Airport where displaced buses are now being stored. There is no cost to Yuba-Sutter Transit for this extension as no costs were incurred during the two-month delay in the highway project. In fact, Caltrans will pay Yuba-Sutter Transit \$1,000 for the additional duration of the agreement.

Director Kirchner made a motion to authorize execution of the amendment to the Caltrans TCE, identified as Parcel #37882-4, as proposed. Director Hudson seconded the motion and it carried unanimously.

B. Caltrans Quit Claim Request.

Mauk stated that during property and right-of-way research for the State Route 70 Binney Junction Roadway project, Caltrans discovered an existing Yuba-Sutter Transit easement on the east side of B Street (Highway 70) in the vicinity of 24th Street. This easement, which is identified in the attached map as property parcel 38520-A, apparently resulted from the bisection of what is now Yuba-Sutter Transit's property by the State Route 70/B Street Realignment in the 1950's. This easement is not contiguous with the current Yuba-Sutter Transit property and Caltrans is requesting a Quitclaim Deed for that parcel so at the completion of the roadway project they can deed unneeded property to Marysville Unified School District without encumbrance of any easements. Mauk stated that this action would have no direct cost impact to Yuba-Sutter Transit.

Director Hudson made a motion to authorize the execution of the Caltrans Quitclaim Deed for parcel #38520-A as proposed. Director Shaw seconded the motion and it carried unanimously.

C. State Transit & Intercity Rail Capital Program (TIRCP) Grant Fund Master Agreement.

Mauk stated that Yuba-Sutter Transit applied for the last round of TIRCP funding and was awarded a total of \$13.725 million for the construction of the NextGen Transit Facility and procurement of Zero Emission Buses. Of this total, \$10 million will be used for the construction of the NextGen Transit Facility, \$3 million will fund 50% of the expected cost of 15 battery electric, on-demand busses and \$725,000 will fund 50% of the expected cost of a battery electric commuter bus for the new Roseville service.

Director Shaw made a motion to adopt Resolution No.13-23 authorizing the Executive Director to execute the Caltrans Master Agreement and Program Supplements necessary to receive awarded TIRCP funds, as proposed. Director Hudson seconded the motion and it carried unanimously.

D. Sacramento Area Council of Governments (SACOG) Regional Funding Round Grant Subrecipient Agreement.

Mauk discussed that in May 2023 Yuba-Sutter Transit was awarded \$3.5 million in funding from the Sacramento Area Council of Governments (SACOG) FY2023 Region Funding Round. With SACOG's support, staff is now seeking to advance the environmental phase of the project to allow for the timely obligation of additional State and Federal funds that have been awarded for the full design and construction of the facility. The environmental phase, which includes review and approval of the project under the requirements of the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), is expected to cost up to \$500,000 and take several months to complete.

On September 21, 2023 SACOG authorized the SACOG Executive Director to enter into a subrecipient agreement for an amount not to exceed \$500,000 to fund the environmental phase of the facility project.

Director Kirchner made a motion to execute a subrecipient agreement with SACOG, accepting up to \$500,000 from the previously awarded FY 2023 Regional Funding Round, as proposed. Director Shaw seconded the motion and it carried unanimously.

E. Project & Program Updates.

1. NextGen Facility Environmental RFP

Based on the available funding and applicable procurement guidelines, staff anticipates bringing a draft RFP to the Board at the November meeting under a single procurement to update the project cost estimate and complete all necessary environmental clearances including 30% design.

2. Annual Sacramento Area Council Governments (SACOG) Unmet Transit Needs Hearings

Mauk stated that the annual Unmet Transit Needs Hearings, as required by State Transportation Development Act regulations, will be held virtually at 6:00 p.m. on Tuesday, October 23rd and in person locally at the Yuba County Government Center at 1:00 p.m. on Monday, October 25th.

3. Sikh Parade Shuttle

Mauk noted that Yuba-Sutter Transit will again be providing an off-site parking shuttle service for the annual Sikh Parade on Sunday, November 5th.

4. Legislative Update

- a. SB 125 will provide \$4 billion statewide over four fiscal years to support transit operations and capital needs. TIRCP Cycle Six awardees, such as Yuba-Sutter Transit, are eligible for the additional funds if needed. Yuba-Sutter Transit met with SACOG on October 16, 2023, regarding our priorities and next steps.
- b. AB 400 extends the sunset date to January 1, 2031, allowing local agencies to use the design-build contracting method.
- c. The governor vetoed a measure to decriminalize transit fare evaders (AB 419), on the basis that it could, in turn, contribute to an increase in crime on transit.
- d. Under the Homeless Housing, Assistance and Prevention Program (AB 1377), applicants of funds beginning with Round 3 are required to provide data and other information on specific and quantifiable steps that the applicant has taken to improve the delivery of services to people experiencing homelessness on transit properties that operate in their jurisdiction.
- e. AB 364 directs Caltrans to develop an open source and publicly available database listing the type and location of "street furniture" such as covered bus stops. The intent of AB 364 is to create a database that would provide transit riders with better data on where they can find bus stops with shaded structures to avoid the heat.

V. Correspondence / Information

- A. Zero Emission Bus Rollout Plan Acceptance Letter from California Air Resources Board.
- B. September 2023 SACOG Newsletter Article regarding the Yuba-Sutter NextGen Transit Plan.

VI. Other Business

None.

VII. Adjournment

The meeting was adjourned at 4:22 pm.

THE NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, NOVEMBER 16, 2023 AT 4:00 P.M. IN THE YUBA COUNTY BOARD OF SUPERVISORS CHAMBERS UNLESS OTHERWISE NOTICED.

**AGENDA ITEM III - B
YUBA-SUTTER TRANSIT
DISBURSEMENT LIST
MONTH OF OCTOBER 2023**

CHECK NO.	AMOUNT	VENDOR	PURPOSE
EFT	\$ 8,271.78	CALPERS HEALTH	HEALTH INSURANCE
EFT	\$ 4,488.06	CALPERS RETIREMENT	RETIREMENT PAYMENT (EMPLOYER SHARE)
EFT	\$ 729.00	CALPERS 457 PLAN	EMPLOYER CONTRIBUTION
EFT	\$ 50,957.26	PAYROLL	PAYROLL
EFT	\$ 1,651.55	PRINCIPAL MUTUAL LIFE INSURANCE	L/D/LTD INSURANCE
EFT	\$ 36.89	CALIFORNIA WATER SERVICE	FIRE SUPPRESSION - OCTOBER 2023
EFT	\$ 353.67	CALIFORNIA WATER SERVICE	WATER
EFT	\$ 4,816.42	PG&E	ELECTRIC #1 - OCTOBER 2023
EFT	\$ 22.32	PG&E	ELECTRIC #2 - PARKING LOT LIGHTS - OCTOBER 2023
EFT	\$ 53.80	PG&E	GAS - SEPTEMBER 2023
EFT	\$ 359.78	COMCAST BUSINESS	INTERNET SERVICES - OCTOBER 2023
EFT	\$ 389.29	COMCAST BUSINESS	TELEPHONE SERVICES - OCTOBER 2023
EFT	\$ 522.00	CALIFORNIA DEPT OF TAX AND FEE ADMIN	FUEL TAX JULY - SEPT 2023
EFT	\$ 448.00	CALIFORNIA DEPT OF TAX AND FEE ADMIN	FUEL TAX PARTIAL PRE-PAY
EFT	\$ 7,239.20	RAMOS OIL COMPANY	BUS FUEL - GAS 9/10/2023 - 9/20/2023
EFT	\$ 11,873.46	RAMOS OIL COMPANY	BUS FUEL - GAS 9/21/2023 - 10/10/2023
EFT	\$ 100.00	BRAD HUDSON	SPECIAL BOARD MEETING 9/21/2023
EFT	\$ 100.00	KARM BAINS	SPECIAL BOARD MEETING 9/21/2023
EFT	\$ 100.00	SETH FUHRER	SPECIAL BOARD MEETING 9/21/2023
EFT	\$ 100.00	WADE KIRCHNER	SPECIAL BOARD MEETING 9/21/2023
EFT	\$ 100.00	BRAD HUDSON	BOARD MEETING 10/19/2023
EFT	\$ 100.00	DAVID SHAW	BOARD MEETING 10/19/2023
EFT	\$ 100.00	KARM BAINS	BOARD MEETING 10/19/2023
EFT	\$ 100.00	SETH FUHRER	BOARD MEETING 10/19/2023
EFT	\$ 100.00	WADE KIRCHNER	BOARD MEETING 10/19/2023
EFT	\$ 561.25	STATE COMPENSATION INSURANCE FUND	WORKERS COMP PREMIUM 10/1/2023 - 1/1/2024
EFT	\$ 333.41	MACQUARIE EQUIPMENT CAPITAL INC	COPY MACHINE LEASE - SEPTEMBER 2023
EFT	\$ 400.00	FRANCOTYP-POSTALIA INC	POSTAGE RESET 10/13/2023
EFT	\$ 1,438.92	CARDMEMBER SERVICES	CREDIT CARD -SUBSCRIPTIONS, CALACT CONFERENCE, CAR RENTAL & HARDWARE
EFT	\$ 238.83	UTILITY MANAGEMENT SERVICES	SEWER
EFT	\$ 221.60	PRIMEPAY	PAYROLL FEES - SEPTEMBER 2023
EFT	\$ 148.12	ELAVON	MERCHANT SERVICE FEE - OCTOBER 2023
18582	\$ 175.00	ALL SEASONS TREE & TURF CARE	LANDSCAPING & WEED CONTROL SEPTEMBER 2023
18583	\$ 100.00	BRUCE BUTTACAVOLI	SPECIAL BOARD MEETING 9/21/2023
18584	\$ 2,132.06	CONNECT CARD REGIONAL SERVICE CENTER	CONNECT CARD SALES - SEPTEMBER 2023
18585	\$ 732.26	FRAQMD	ANNUAL PERMIT RENEWAL - GENERATOR.
18586	\$ 392.21	HANCOCK PETROLEUM ENGINEERING	REPAIR ON HOSE #4
18587	\$ 310.00	LAMAR ADVERTISING	AD CAMPAIGN ON BUSES
18588	\$ 199.92	MATTHEW MAUK	REIMBURSEMENT - AIRFARE FOR CALACT CONF
18589	\$ 645.68	QUILL CORPORATION	JANITORIAL SUPPLIES - SOAP, TOILET PAPER, PAPER TOWELS
18590	\$ 1,500.00	RC JANITORIAL	JANITORIAL SERVICES & CARPET CLEANING - SEPT 2023
18591	\$ 300.00	KEITH SAWYER	STRAIGHTEN POLE AND BUS STOP SIGN
18592	\$ 565.47	SECURITAS TECHNOLOGY CORPORATION	SECURITY SERVICES - OCTOBER 2023
18593	\$ 530,504.67	STORER TRANSIT SYSTMES	CONTRACT SERVICES & VEHICLE INSURANCE - 8/2023
18594	\$ 535.00	STREAMLINE	WEBSITE SERVICES - OCTOBER 2023
18595	\$ 65.94	SUTTER COUNTY LIBRARY	CONNECT CARD SALES COMMISSION - SEPT 2023
18596	\$ 1,670.20	T-MOBILE	WIFI SERVICES FOR BUSES - SEPTEMBER 2023
18597	\$ 2,108.11	TEHAMA TIRE SERVICE INC	TUBES/TIRES
18598	\$ 597.74	ADVANCED DOCUMENTS CONCEPTS	COPIES MACHINE CHARGES - SEPTEMBER 2023
18599	\$ 1,945.00	ALLIANT NETWORKING SERVICES INC	IT SERVICES -NOVEMBER 2023
18600	\$ 403.26	DAVIS PRINTING & COPYING	LAMINATING FOR 11 X 17 POSTERS FOR SHELTERS
18601	\$ 254.50	FLETCHER'S PLUMBING & CONTRACTING INC	REPAIR FOR TOILET IN OPERATIONS
18602	\$ 187.24	HANCOCK PETROLEUM ENGINEERING	REPAIR ON PUMP #3
18603	\$ 32,787.93	HUNT & SONS INC	BUS FUEL - DYED DIESEL
18604	\$ 310.00	LAMAR ADVERTISING	CAMPAIGN ADS ON BUSES
18605	\$ 32,590.98	MERRIMAC ENERGY GROUP	BUS FUEL - DYED DIESEL
18606	\$ 1,646.55	QuEST	MAINTENANCE OF BUS STOPS/SHELTERS - 9/23
18607	\$ 1,395.07	SC FUELS	DEF FLUID
18608	\$ 565.47	SECURITAS TECHNOLOGY CORPORATION	SECURITY SERVICES - NOVEMBER 2023
18609	\$ 55.00	SHELBY'S PEST CONTROL	PEST CONTROL SERVICES - OCTOBER 2023
18610	\$ 3,536.58	SMART MARKETING & PUBLIC AFFAIRS	PRINTING 5000 RIDE GUIDES
18611	\$ 1,258.23	TEHAMA TIRE SERVICE INC	TUBES/TIRES
18612	\$ 464.22	QUILL CORPORATION	OFFICE SUPPLIES: CALENDARS, PENS, CHAIR MAT, PAPER
	\$ 716,388.90		

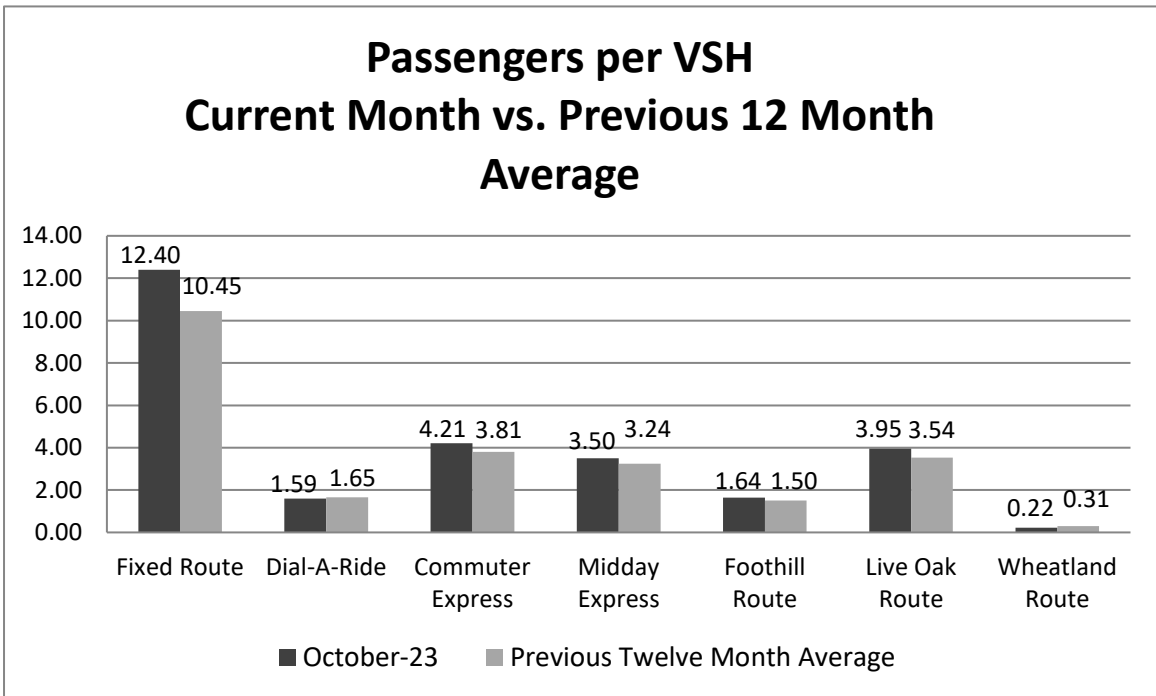
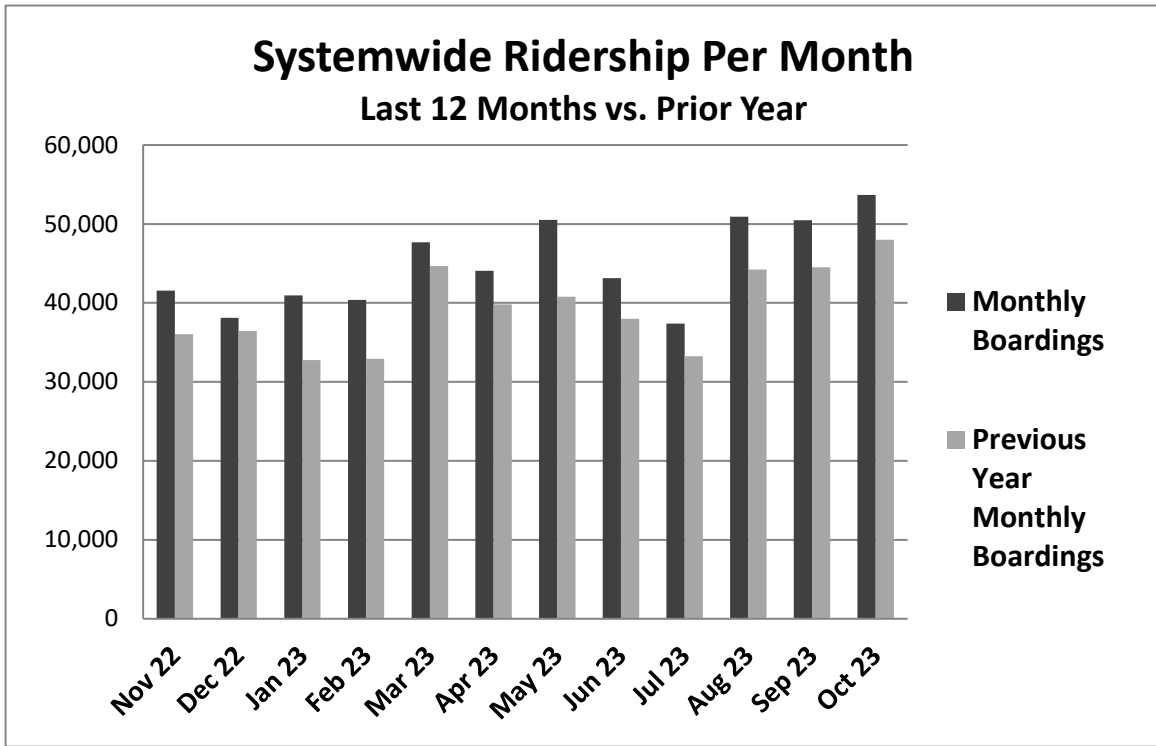
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AGENDA ITEM III - C

OCTOBER 2023 PERFORMANCE REPORT

	October-23	Previous Twelve Month Average	Fiscal YTD	Previous Fiscal YTD
Ridership:				
Fixed Route	46,711	38,154	165,696	145,493
Dial-A-Ride	2,562	2,568	10,412	9,931
Commuter Express	3,280	2,765	12,130	11,116
Midday Express	592	515	2,176	1,876
Foothill Route	149	128	651	460
Live Oak Route	349	284	1,276	1,029
Wheatland Route	11	15	69	71
Total Ridership:	53,654	44,429	192,410	169,976
Vehicle Service Hours:				
Fixed Route	3,766.93	3,652.05	14,812.40	14,742.21
Dial-A-Ride	1,607.79	1,551.79	6,983.13	5,168.83
Commuter Express	779.36	725.88	3,003.93	2,954.84
Midday Express	169.02	159.03	638.59	649.02
Foothill Route	90.70	85.34	345.90	338.74
Live Oak Route	88.33	80.22	346.41	305.11
Wheatland Route	50.68	48.07	189.01	194.77
Total VSH's:	6,552.81	6,302.38	26,319.37	24,353.52
Passengers Per Hour:				
Fixed Route	12.40	10.45	11.19	9.87
Dial-A-Ride	1.59	1.65	1.49	1.92
Commuter Express	4.21	3.81	4.04	3.76
Midday Express	3.50	3.24	3.41	2.89
Foothill Route	1.64	1.50	1.88	1.36
Live Oak Route	3.95	3.54	3.68	3.37
Wheatland Route	0.22	0.31	0.37	0.36
Total Passengers Per VSH:	8.19	7.05	7.31	6.98

OCTOBER 2023 PERFORMANCE REPORT



AGENDA ITEM IV – A
STAFF REPORT

NEXTGEN TRANSIT FACILITY ENVIRONMENTAL REVIEW REQUEST FOR PROPOSALS (RFP)

In May 2023, Yuba-Sutter Transit was awarded approximately \$3.5 million in funding from the Sacramento Area Council of Governments (SACOG) FY 2023 Regional Funding Round, for the environmental and design phase of the NextGen Transit Facility project. With SACOG's funding support, staff is seeking to advance the environmental phase of the project to allow for the timely obligation of additional State and Federal funds already awarded for full design and construction of the facility. The environmental phase will be led by a qualified consulting firm and is expected to take several months to complete. In October, the Board authorized the Executive Director to execute a subrecipient agreement with SACOG for up to \$500,000 of the Regional Funding award to support the environmental work, pending final review and approval of the agreement by legal counsel. The attached draft Scope of Work (SOW) is intended for inclusion in that funding agreement and is subject to SACOG review.

The environmental and related preliminary engineering/design work to be conducted per the proposed SOW includes two critical, related components. Given the use of both State and Federal funding on the NextGen Facility, review and approval of the project is required in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) prior to final design and construction. For CEQA, compliance is met by determining whether a project is exempt from CEQA or preparing an environmental analysis, typically a negative declaration (ND), mitigated negative declaration (MND) or environmental impact report (EIR). MNDs and EIRs identify and contain an analysis of a project's significant environmental effects and discuss feasible measures to avoid or mitigate those effects. EIRs also analyze a reasonable range of potentially feasible alternatives to the proposed project that would avoid or substantially lessen the project's significant effects. Compliance with other environmental laws and regulations is also typically discussed in an MND or EIR. For the NextGen Transit Facility, the County of Yuba will be the authorizing entity for CEQA review, and it is anticipated that the project will be exempted.

NEPA is the primary law governing the environmental review process for all Federal agencies. NEPA establishes a decision-making process that agencies must follow to study the environmental impacts of proposed projects, both large and small. Staff in the Federal Transit Administration (FTA) Regional Offices are responsible for managing the environmental review process for projects that receive financial assistance from FTA. This process includes ensuring compliance with NEPA and other relevant federal environmental laws, reviewing and approving environmental documents, and issuing decision documents. As the project sponsor, Yuba-Sutter Transit is responsible for ensuring the many steps in the environmental review process are completed, including conducting technical studies, leading public involvement, and preparing the environmental documents. FTA's Office of Environmental Programs, located in FTA's Headquarters, supports FTA regional staff in project review and provides expertise on technical issues.

To initiate this lengthy and potentially complicated process, attached for Board review and discussion is the draft SOW that will serve as the foundation of a Request for Proposals (RFP) that staff is developing to solicit offers from qualified consultants who specialize in this work. In addition to the draft SOW presented, the RFP will outline the proposal evaluation criteria and process in keeping with the FTA's enabling legislation (49 U.S.C. Section 5325(b)(1)) which requires the use of the qualifications-based procurement procedures contained in the "Brooks Act," 40 U.S.C. Sections 1101 through 1104, for acquiring professional Architecture and Engineering services. With approval, staff will finalize the full RFP document in consultation with project stakeholders and release it to the public in late November. It is anticipated that the RFP will be open for up to two months, at which time responsive proposals will be evaluated and a preferred consultant identified based on qualifications and relevant experience.

In accordance with the applicable regulations, cost proposals submitted in response to the RFP must be sealed and must not be included as a criterion for rating the consultant's proposals. After ranking, cost negotiations will begin with the most qualified consultant and only their cost proposal will be opened. Should negotiations fail or result in a price that staff does not consider fair and reasonable, negotiations must be formally terminated, and staff may then undertake negotiations with the second most qualified consultant. If the negotiations with the second most qualified firm are not successful, negotiations must be formally terminated and negotiations undertaken with the third most qualified consultant, and so on, until the price is determined to be fair and reasonable. Any resulting draft agreement will be subject to legal counsel review and brought back to the Board for final approval. If acceptable contract terms cannot be negotiated, the project may have to be rebid.

Building on the preliminary planning work to date, and in close collaboration with the Board, member jurisdictions, and community stakeholders, this project is expected to result in full approval of the NextGen Transit Facility project under the applicable CEQA/NEPA regulations allowing the project to progress the final design phase which is anticipated to take 12-18 months. Staff is now requesting Board approval of the attached SOW and authorization to release an RFP for Environmental Review and related preliminary design for the Next Generation Transit Facility. As anticipated, proposals would be due in January and an award recommendation is tentatively scheduled for presentation to the Board at the February 15th meeting. Staff will be prepared at the meeting to discuss this project and the draft SOW/RFP in detail.

RECOMMENDATION: Authorize the Executive Director to release a Request for Proposal for the attached Scope of Work to complete the Environmental Review and related preliminary engineering of the NextGen Transit Facility project, pending concurrence by funding partner agencies and legal counsel.

Attachments: Draft Scope of Work, Environmental Review and Related Preliminary Engineering of the NextGen Transit Facility

SCOPE OF WORK

General:

The Yuba-Sutter Transit Authority (Authority) is interested in contracting with a qualified and experienced Consultant that will conduct and coordinate specified tasks related to advancing the Yuba-Sutter Transit NextGen Transit Facility through the local, State, and Federal environmental approval phase. The work shall comply with the requirements of all the following without limitation, and shall apply to this RFP and any subsequent contract, as though incorporated herein by reference:

1. Federal, State of California, and Local laws
2. Rules and regulations of governing utility districts

The following tasks are those foreseen by the Authority to be necessary to achieve state and federal environmental clearances and develop the NextGen Transit Facility to a point where:

- A. Achieve Federal (NEPA) and State (CEQA) environmental clearances.
- B. An updated more accurate cost estimate reflecting current cost of construction can be generated.
- C. Receive community buy in to the project with emphasis on community leaders, adjacent property owners and community members.
- D. Complete sufficient design for coordination with utility providers such as the Olivehurst Public Utility District, Reclamation District 784, Yuba County and Pacific Gas and Electric (PG&E).

It is up to the prospective Consultant to propose the level of effort required for each of the following tasks to achieve the previously stated objectives. Not all necessary tasks may be listed in this scope of work and the Authority will rely on the expertise and experience of a well-qualified firm to identify additional tasks in their proposal needed to ensure successful project delivery. The scope of work along with the Consultant's proposal will be included in the agreement with the selected Consultant.

Services to be Provided:

The Consultant selected shall provide all services to complete the necessary preliminary design and environmental review process in accordance with all pertinent local, State, and Federal laws and regulations (as deemed necessary) for the Yuba-Sutter Transit Next Generation Transit Facility.

Specifically, the Consultant selected will be required to complete the following tasks:

- **Project Management** – The Authority's Project Manager will serve as the contract manager and direct liaison between the Consultant and Caltrans District #3 Local Assistance and Federal Transit Administration (FTA), as needed. The Consultant shall be responsible for project management activities throughout the life of the contract and the scope of activities includes but is not limited to, coordinating and being responsible for scheduling meetings, managing the project schedule, preparing and distributing minutes, field reviews, tracking action items for the Authority and Consultant sub-contractors, and preparing all submissions for the Authority to submit to Caltrans Local Assistance and FTA.

- **Preliminary Engineering (as needed)** – The Consultant will be expected to review and evaluate all preliminary planning, survey, design and environmental information that the Authority has developed or obtained to date. A key source of information will be the NextGen Facility Study which developed draft layouts/site plans for feasibility purposes. These draft layouts have served their purpose for planning and providing graphics for grants; however, staff would like them refined to more accurately reflect the NextGen Transit Facility before progressing with design. The Consultant will be expected to meet with administrative, operations and maintenance staff, and the County of Yuba as needed to develop an understanding of the desired outcome through up to 3 (three) design work sessions. The design work sessions should include the development or update of relevant sketches and basic modeling to help determine Project design direction. At the conclusion of this phase, it is expected that the Project Design Team (PDT) will have a clear vision of the project to be developed for environmental review. This effort is expected to include but may not necessarily be limited to the following tasks:
 - Analysis of facility needs and equipment (Initial estimates of facility approximate size, building type and functions are identified as follows, and are not necessarily inclusive of ultimate facility needs):
 - Operations Building – 8,043 sq. ft.
 - Maintenance Building – 15,120 sq. ft.
 - Fuel/Wash/Brake Check/Tire – 7,447 sq. ft.
 - Parts Storeroom – 5,238 sq. ft.
 - Outside Storage – 2,000 sq. ft.
 - Administrative Office Space (Yuba-Sutter Transit) – 6,693 sq. ft.
 - Existing and Estimated Future Fleet Details:
 - Current Fleet: - 55 vehicles (coach, bus and staff)
 - Estimated Future Fleet (20 Yr.) - 53 vehicles (coach, bus and staff)
 - Current Max Pull-In/ Pull-Out per day: 45 (32 AM/13 PM)
 - Estimated Future Max Pull-In/Pull-Out per day: 55
 - Other considerations:
 - Existing preliminary planning, survey, design and environmental information that the Authority may have
 - Surrounding retail and commercial functions
 - Transit Operator needs
 - Services, goals, existing and future needs
 - Accommodation of public access and adjacent transit stop focusing on improved pedestrian and bicycle access
 - Parking for the general public, rideshare/vanpools, administrative personnel, and transit operations/maintenance contractor staff
 - Facility outdoor seating and lighting for employees
 - Accommodation of adjacent private and commercial property needs
 - Accommodation of Yuba County requirements and future conditions such as, yet not limited to, street lighting, storm drain, sewer, sidewalk/roadway improvements and utility upgrades
 - Safety and security of facility and assets
 - American with Disabilities Act (ADA) compliance
 - Incorporation of green building and resiliency technologies (including solar)

- **Preliminary Design** – Working with the PDT, update and/or develop general project locations and design concepts and related activities needed to establish the parameters for final design such as Geometrics, Hydraulics, Geotechnical, Landscape Architecture, Traffic Operations, Utilities elements, etc. The Consultant shall be responsible for any additional data collection, mapping and surveying necessary for the required level of environmental clearance.
 - Conduct preliminary surveying that will locate, at a minimum, physical features such as sidewalks, trees, utilities, building footprints, storm drain, sewer and any other features considered customary for the development of 3-dimensional surface topographic mapping that is accurate to the Authority's satisfaction, prior to proceeding with assessment of any building design, roadways alignments, and structural alternatives in association with the adjacent roadway and/or property improvements. **Product Expected:** Digital Terrain Model (DTM).
 - Establish applicable design criteria for the facilities and obtain approval from the Authority. This effort is expected to include facilitating public outreach to receive ideas which will include the scheduling, attending, leading, and documenting of discussions at public information meetings to incorporate preliminary public input into the process of establishing appropriate design alternatives. It is expected there will be at least two (2) focus meetings with the adjacent landowners and businesses. The Consultant will prepare exhibits as needed. This effort will also serve as public participation for the environmental document preparation phase. **Product Expected:** One (1) public scoping meeting and up to two (2) meetings with adjacent landowners.
 - Preliminary design activities are expected to occur in combination with the preparation of the Environmental Documents (ED). Preliminary plans should identify project constraints due to environmental factors impacting infrastructure improvements.
 - It is anticipated that the preliminary engineering tasks will include significant forecasting and planning work related to the unique electrical infrastructure components of the facility necessary to support Yuba-Sutter Transit's future battery electric vehicle fleet while maintaining operational resiliency. The infrastructure to be considered will include, but not necessarily be limited to, heavy and medium duty transit bus charging, solar power generation, onsite energy storage, and emergency power generation. This work may involve consultation with Authority staff, vehicle manufacturers, charging vendors as well as charging control systems vendors, Pacific Gas and Electric (PG&E), and/or electrical engineering specialists to determine the configuration and placement of the electrical infrastructure major components and layout of electrical system in general and their resulting demand on the electrical utility service. The Authority considers this element of the project to be critical for advancing coordination with PG&E to ensure sufficient power can be provided, produced or stored on site to ensure the operability of the facility upon completion.
 - Provide a time schedule estimating the anticipated time for completion of major design components associated with preliminary design activities.
 - If necessary, prepare a complete project geotechnical investigation and report, for use in determination of facility buildings and infrastructure improvements.
 - Prepare and submit "Draft" Project design report which will document all obtained information, any proposed alternatives, and features (maximum of 75 pages). Upon review by the County of Yuba and the Authority, prepare six (6) final copies of the Project Preliminary Design Report.

- Prepare and submit an updated Project Cost Estimate and Schedule based on Final Project Preliminary Design Report.

The Authority and the County of Yuba will review any proposed alternatives and ultimately decide which Project alternative/design to pursue. Note: Project Design Team Meetings are expected to occur as frequently as monthly during the Project development process or as often as necessary to accomplish the development of the final project.

- **Environmental Documentation (CEQA and NEPA)** – Complete the environmental review, including preparing and submitting any required technical studies to complete the NEPA and CEQA process. The services consist, in general, of developing an appropriate level Environmental Document (ED) and supporting studies to satisfy both NEPA and CEQA for the Project. Environmental analysis and classification of the Project as required under CEQA, NEPA, Section 106 of the National Historic Preservation Act (NHPA), Section 404 of the Clean Water Act (CWA) and Section 4(f) of the Department of Transportation Act (DOTA) of 1966, Federal Transportation Administration, and other Federal, State and local County of Yuba laws, regulations, and guidelines related to the impact that the Project may have on the physical environment. Approval of the final EDs is expected to occur within 9-12 months of receiving the Notice to Proceed (NTP).

The Consultant will prepare the CEQA document as needed including, but not limited to, Exemptions, Initial Studies/Environmental Evaluation Checklist, Negative Declaration/Mitigated Negative Declaration, Draft and Final Environmental Impact Reports (EIR), Addendums, Supplemental and Subsequent EIRs, Master EIRs and any other CEQA documents or portions thereof including the technical studies to support such documents. It is anticipated that a Categorical Exclusion (CE) will be sufficient for NEPA. However, this project will be coordinated with partners such as Yuba County and the FTA which will ultimately determine the depth and breadth of environmental analysis.

The Consultant's work program should include up to a minimum of two (2) public meetings within Yuba County and a minimum of one (1) public hearing before the Yuba-Sutter Transit Board of Directors. It is expected the prepared document will be a NEPA Categorical Exclusion with supporting studies and up to a CEQA Mitigated Negative Declaration. It is also expected that the ED will require at least, and may not necessarily be limited to the following tasks:

- Determine Level of ED: Provide assistance in determining what type of ED will be prepared. It is expected that a Categorical Exclusion with Special Studies and a Mitigated Negative Declaration will be the appropriate environmental documentation. FTA will approve the final NEPA ED. The County of Yuba will approve the final CEQA document.
- Prepare ED: Provide all environmental studies necessary to satisfy the requirements of NEPA and CEQA for the construction of the proposed facility. The FTA will be the Lead Agency for NEPA. The County of Yuba will be the Lead Agency for CEQA. The CEQA document will be required to meet all state and local requirements.
- Coordinate Agency Review: Prepare, forward and coordinate the appropriate number of copies of Draft and Final EDs for applicable Local, State and Federal agency review. All documentation requiring review shall be coordinated through the Authority. The Consultant will be required to produce enough copies of the Draft document such that public review

through the State Clearinghouse can be accomplished, if required. The number of copies required could be up to 20.

- Public Meetings and Hearings: Provide all necessary exhibits and documentation and lead discussions on environmental topics at public meetings and/or hearings, if required.
 - Prepare Responses to Comments: The Consultant will prepare written responses to comments received during the public review period. In addition, the ED will include a list of persons, organizations, and agencies commenting on the ED.
 - Prepare Mitigation Monitoring and Reporting Program (MMRP) - (if required): The Consultant will prepare a MMRP to ensure the implementation of mitigation measures identified to mitigate adverse environmental effects of the Project. The Consultant will also be responsible for preparing a PDF file of the MMRP to be posted on the Authority's website.
 - Prepare Final ED: – The Consultant will prepare an electronic as well as a copy ready hard copy of the final ED, which will include comments and responses, and a summary of any changes made to the draft ED that were incorporated into the final ED. The Consultant will also be responsible for preparing a PDF file of the final report to be posted on the Authority's website.
 - Permit Applications: Identify all permit applications necessary to satisfy resources and environmental agencies to allow construction of the preferred Project.
- **Coordination with Outside Agencies** – Coordinate with local, State, and Federal agencies, permitting entities, and funding programs to establish and meet all environmental approval and related permitting requirements. Consultant shall identify any other additions and/or modifications to environmental processes or documentation as may be required.

The Authority is not an expert in the preparation and obtaining approvals of the tasks and deliverables being requested. The Authority is relying on the expertise of the selected Consultant Team to prepare a comprehensive work plan that can achieve the Authority's goals of successfully securing County of Yuba and FTA approvals of the Environmental Documentation, and approval of preliminary engineering and design activities/deliverables to receive FTA approval to enter into Final Design. If the Proposer believes that additional activities/tasks beyond what is identified in the RFP are necessary to successfully achieve these goals, the Proposer shall identify these activities/tasks in their Proposal. Any modifications proposed to this solicitation are welcome provided they are innovative, advanced, and well thought out methodologies and shall be identified as optional and priced out separately in the sealed fee proposal.

Contract Term – Contract amendments are required to modify the terms of the original contract for changes such as extra time, added work, or increased costs and must be done prior to expiration of the original contract. Only work within the original advertised scope of services shall be added by amendment to the contract.

Method of Payment – Actual Cost-Plus Fixed Fee. The Consultant will be expected to perform the services stated in the contract for an agreed amount as compensation, including a net fee or profit.

Wage Rates – Because this project is anticipated to include Federal funds, the rate of wages for each craft or type of worker employed under this contract shall be specified under the current determinations of the Department of Labor as required under the Davis-Bacon Act.

Notwithstanding the conditions hereinabove, the California Labor Code stipulates that not less than the general prevailing rate of per diem wages for each craft or type of worker needed to execute the contract in the locality in which the work is to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work as determined by the Director of Industrial Relations of the State of California shall be paid to all workers employed. Where a discrepancy exists between Federal and State prevailing wage rates, the policy of the California Department of Labor is to require that the higher of the two prevailing wage rates shall apply. Where required pursuant to the provisions of the State of California Labor Code or the Davis Bacon Act, whichever is greater, it shall be mandatory upon the Consultant to whom the contract is ultimately awarded and upon any subs under them, to pay not less than the highest prevailing rate of wages as established on the following website: <https://www.dir.ca.gov/Public-Works/PublicWorks.html>.

Minimum Qualifications of Personnel – The Consultant shall meet the appropriate minimum qualifications as required by this RFP. The Authority will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects. These projects must illustrate the quality, type, and past performance of the project team. Submittals shall include a detailed description of a minimum of three (3) projects within the past five (5) years.

Equipment Requirements - The Consultant shall have and provide adequate office equipment and supplies to complete the work required by this Contract. Consultant shall have and provide adequate field tools, instruments, equipment, materials, supplies, and safety equipment to complete the required field work.

Quality Control/Assurance Measures – Implementing and maintaining quality control procedures to manage conflicts, ensure product accuracy, and identify critical reviews and milestones. Also, provide knowledge, experience, and familiarity for compliance with applicable laws and regulations.

Materials to be Provided by the Agency - Unless otherwise specified in this Contract, the Consultant shall provide all materials to complete the required work in accordance with the delivery schedule and cost estimate outlined in each Task Order. Materials (if deemed applicable, necessary, and when available from the Authority) that may be furnished or made available by the Authority and listed in the individual Task Orders and this Contract, are for the Consultant's use only, shall be returned at the end of the Contract. A listing of resources available upon request from the Authority is contained in Appendix E.

Conflict of Interest Requirements - The proposing Consultant shall disclose any financial, business, or other relationship with the Authority that may have an impact upon the outcome of the contract or the construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this contract or the construction project that will follow. The proposing Consultant shall disclose any financial interest or relationship with any construction company that might submit a bid on the construction project.

Compliance with Laws – The Authority requires compliance with all applicable Federal, State, and local laws, codes, ordinances, regulations, orders, circulars, and directives, including, without limitation, all Federal and State regulatory requirements associated with the funding provided for this project. These regulations, orders, circulars, and directives include, without limitation, the following: 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; Office of Management and Budget Circular A-87, Revised "Cost Principles for State, Local, and Indian Tribal Governments"; and FTA Circular No. 4220.1E, "Third-Party Contracting Requirements." Further, the Authority will require the appropriate debarment certification form from all contractors and Yuba-Sutter Transit certifies

that it will not knowingly enter into any transaction with a contractor, subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State agency.

Project Schedule – Due to certain funding and regulatory deadlines, the Authority desires an expedited timeline. To accurately assess and compare duration and resources, the project planning and scheduling of tasks in the proposal should be done using a Gantt chart.

To help the Authority chart the best course for completing the Environmental Documentation and related preliminary engineering and design activities, the Proposer shall develop a Phasing Plan that indicates the length of time required to complete each task and sub-task. The Proposer shall assume that work will not commence on each task until after any necessary decisions have been made (for example, work on the CEQA/NEPA documents shall not commence until an Initial Study has been prepared and the appropriate type of CEQA/NEPA document has been determined). The Phasing Plan shall also indicate which tasks and sub-tasks can be initiated without a determination by the Authority or other regulatory entities. The Plan shall also provide target dates for those activities that can only be initiated after approval by the Authority and/or responsible entities.

DRAFT

AGENDA ITEM IV – B
STAFF REPORT

FIRST QUARTER FY 2024 BUDGET REPORT

FY 2024 Budget Background

The adopted FY 2024 Yuba-Sutter Transit operating budget of \$8,937,000 represented a 0.9 percent increase (\$82,000) over the budgeted amount for FY 2023. The primary basis of the current year budget was an estimated 74,000 vehicle service hours (VSH) which was 2.4 percent more than the originally projected year-end figure of 72,300 VSH for FY 2023. That increase assumed a combination of some additional Dial-A-Ride ridership recovery during the year and minor service reductions resulting from early implementation of the NextGen Transit plan. For comparison, the budgeted 74,000 VSH would still be 18,571 less (20.1 percent) than the 92,571 VSH that were operated in the last pre-pandemic fiscal year (FY 2019).

In addition to the various cost impacts of the projected VSH increase (labor, fuel, tires, and vehicle repairs), other significant expense considerations in the FY 2024 budget included the annual adjustment in the Storer Transit Systems operating contract; continued consultant support for the preparation and submission of major grant applications (if needed) for the design and construction of the replacement transit facility; and implementation of the Yuba-Sutter NextGen Transit Plan. While the service recommendations are not expected to have a dramatic net cost impact, FY 2024 cost projections include allowances for staffing and related furnishings, branding related professional services, and capital start-up costs of the on-demand service. The largest share of the operating budget was related to the operating contract with Storer Transit Systems which accounts for 68.7 percent (\$6,141,000) of the operating budget. The next highest line items are for fuel and administrative staffing expenses (salaries and benefits) at about 11.3 and 10 percent of the budget respectively, but fuel is typically the most volatile expense item as prices can change significantly over a year.

Significant revenue assumptions in the FY 2024 operating budget included continued modest growth in systemwide ridership and fare revenue; continued funding from the Feather River Air Quality Management District (FRAQMD) for the discount monthly pass program; continued funding from the Low Carbon Transit Operation Program (LCTOP) for targeted fare subsidies; non-transportation revenues derived from leasing three buses to the Yosemite Area Regional Transportation System (YARTS) through September 2023; the continued shift of State Transit Assistance (STA) revenue to capital reserves; and the conversion of the long-standing shared staffing agreement with the Regional Waste Management Authority (RWMA) to a time-and-materials relationship primarily to assist with year-end financial reporting which will significantly reduce the number of hours charged to this account. Based on these and other assumptions, the combined Local Transportation Fund (LTF) contribution from the member jurisdictions was set at \$4 million for FY 2024.

First Quarter FY 2024 Budget to Actual Comparison

Attached for Board review and discussion is the Yuba-Sutter Transit Operating and Capital Budget to Actual Comparison for the First Quarter of FY 2024 (July – September 2023). As shown, overall first quarter operating expenses for FY 2024 were 24 percent of the adopted budget with our largest

expenses coming in around 25% of the budgeted amounts. With first quarter VSH at 27 percent (19,767) of the budgeted 74,000 VSH, contract service costs, which represent about 70 percent of all budgeted expenses, were at 25 percent of the budgeted amounts, fuel is 27 percent, and staffing expenses are 21 percent of the budgeted amounts. On the contrary, at 148 percent of the budgeted amount, facility general liability and excess liability insurance prices continue to soar in the local geographic and industry market. With insurance expenses up 67 percent (nearly \$27,000) over the same quarter in FY 2023, staff has begun actively seeking future coverage opportunities. Other variances are the result of timing and are expected to smooth out over FY 2024.

Nearly all key revenue source variances are a result of timing and overall are 24 percent of the operating revenue budget. The most significant revenue variance is Non-Transportation Revenue at 80 percent due to front-loaded revenues from the buses leased to YARTS and revenues related to the Caltrans construction easement, in contrast to reduced contract revenue from the RWMA due to the delay of their financial audit, which will take place in the second quarter. These accounts are expected to smooth out over the remainder of FY 2024. First quarter passenger and special fares were at 27 percent of the amount budgeted. Interest is well over budget due to the timing and availability of funds as well as increased interest rates.

Capital expenditures for FY 2024 will commence in the second quarter as the six new low-floor buses are delivered and placed in service. Other budgeted projects such as start-up costs for the on-demand service and the environmental phase of the facility are scheduled to begin in the second half of FY 2024.

FY 2024 Budget Outlook

Despite continued high fuel prices, overall operating expenses are likely to remain near budgeted amounts primarily due to savings from the reduction in VSH resulting from service changes that took effect November 1. Other line items may offset one another such as the outsourcing for additional IT services rather than hiring an in-house employee to perform those duties will result in an increase in professional services and a decrease in staffing expenses. Key operating revenues are expected to continue running at or slightly over budget through the second quarter of FY 2024.

Capital expenditures through the end of the fiscal year include the completion of the purchase of six low-floor demand response/rural route buses (\$709,449 Federal / \$20,551 STA) which began in FY 2023 (\$550,000 PTMISEA); the start of the environmental and design phase of the new transit facility (allowance \$2,500,000, mix of Federal, State, and local funds dependent on cost category); start-up costs for the NextGen Transit Plan proposed on-demand service (\$30,000 STA) and an allowance for facility and office equipment and furnishings (\$50,000 STA).

The attached Yuba-Sutter Transit Budget to Actual Comparisons for the First Quarter of FY 2024 are presented for Board review and discussion. The financial reporting process will continue with a mid-year budget to actual comparison at the February meeting which will also include a preview of the FY 2025 budget. Staff will be prepared at the meeting to discuss the above issues in detail as desired.

RECOMMENDATION: Information only.

Attachments: First Quarter Budget to Actual Comparison for FY 2024

YUBA-SUTTER TRANSIT AUTHORITY
FY 2024 1ST QUARTER BUDGET TO ACTUAL COMPARISON

Prepared 11-8-2023

	FY 2023 Budget	FY 2023 Actual (Unaudited)	FY 2024 Budget	FY 2024 1st Quarter Actual	% of Budget
OPERATING BUDGET					
Operations Expenditures					
Services - Other Maintenance	\$ 220,000	\$ 187,595	\$ 236,000	\$ 56,465	24%
Fuel and Lubricants	1,193,000	870,431	1,005,000	271,808	27%
Tires and Tubes	75,000	87,585	90,000	16,321	18%
Other Materials and Supplies Consumed	75,000	39,103	112,000	7,242	6%
Utilities - Electric and Gas	52,000	62,071	67,000	18,042	27%
Utilities - Water and Sewer	9,000	7,111	9,000	1,887	21%
Casualty and Liability Costs - Operations	287,000	283,923	293,000	67,392	23%
Services - Contract Operations	5,850,000	5,605,904	5,805,000	1,458,113	25%
Services - Out of Contract	45,000	19,758	43,000	293	1%
Subtotal - Operations	<u>\$ 7,806,000</u>	<u>\$ 7,163,481</u>	<u>\$ 7,660,000</u>	<u>\$ 1,897,563</u>	25%
Administration Expenditures					
Salaries and Wages - Admin. Staff	\$ 455,000	\$ 464,262	\$ 670,000	\$ 144,703	22%
Fringe Benefits - Admin. Staff	175,000	170,340	250,000	44,986	18%
Fringe Benefits - Unfunded CalPERS Liability Payments	3,800	3,793	5,000	-	0%
Services - Accounting	4,800	4,681	6,000	2,056	34%
Services - Legal	12,000	12,134	12,000	1,135	9%
Services - Printing and Copying	20,000	14,804	24,000	5,346	22%
Services - Miscellaneous Professional	285,000	286,462	200,000	10,197	5%
Materials and Supplies - Office & Postage	10,000	8,385	12,000	3,841	32%
Utilities - Telephone & Internet	9,000	8,597	9,000	2,237	25%
Miscellaneous Expense - Insurance and Bond	37,000	34,867	45,000	66,686	148%
Miscellaneous Expense - Dues & Subscriptions	6,000	6,430	7,000	485	7%
Miscellaneous Expense - Travel and Meetings	5,000	2,679	6,000	1,742	29%
Miscellaneous Expense - Board of Directors	10,400	9,400	11,000	1,300	12%
Miscellaneous Expense - Media Adv. and Promo.	10,000	4,262	15,000	1,114	7%
Miscellaneous Expense - Other	6,000	2,500	5,000	1,352	27%
Subtotal - Administration	<u>\$ 1,049,000</u>	<u>\$ 1,033,596</u>	<u>\$ 1,277,000</u>	<u>\$ 287,180</u>	22%
Total Expenditures	<u>\$ 8,855,000</u>	<u>\$ 8,197,077</u>	<u>\$ 8,937,000</u>	<u>\$ 2,184,743</u>	24%
Operating Revenues					
Passenger Fares	\$ 742,000	\$ 781,222	\$ 790,000	\$ 219,820	28%
Special Transit Fares	25,000	29,784	30,000	2,432	8%
Auxiliary Revenue (Bus, Shelter & Bench Advertising)	40,000	40,787	40,000	9,641	24%
Non-Transportation Revenue (Interest)	8,000	83,474	55,000	24,285	44%
Non-Transportation Revenue (RWMA, Misc.)	50,000	119,188	125,000	99,863	80%
Local Transportation Funds (LTF)	3,900,000	3,900,000	4,000,000	1,000,000	25%
Local Cash Grants/Reimbursements	39,000	42,290	43,000	10,180	24%
State Transit Assistance Funds (STA)	1,375,483	485,988	1,454,000	218,522	15%
State Cash Grants/Reimbursements	248,000	286,827	-	-	-
General Operating Assistance - FTA Sect. 5307 (Urban)	1,500,000	1,500,000	2,200,000	550,000	25%
General Operating Assistance - FTA Sect. 5307 ARP (Urban)	727,517	727,517	-	-	-
General Operating Assistance - FTA Sect. 5311 (Rural)	200,000	200,000	200,000	50,000	25%
Total Operating Revenues	<u>\$ 8,855,000</u>	<u>\$ 8,197,077</u>	<u>\$ 8,937,000</u>	<u>\$ 2,184,743</u>	24%
CAPITAL BUDGET					
Capital Expenditures					
Maintenance and Operations Facility	\$ 2,500,000	\$ 6,661	\$ 2,500,000	\$ -	0%
Vehicle Purchase/Replacement	960,000	550,000	730,000	-	0%
Miscellaneous Capital	50,000	86,353	80,000	-	0%
Total Capital Expenditures	<u>\$ 3,510,000</u>	<u>\$ 643,014</u>	<u>\$ 3,310,000</u>	<u>\$ -</u>	0%
Capital Revenues					
Federal (5307, 5310, 5311, 5317, 5339)	\$ 2,037,569	\$ -	\$ 2,037,569	\$ -	0%
State Transit Assistance (STA)	351,948	12,694	303,629	-	0%
State Transit Assistance (SGR)	1,120,483	73,659	968,802	-	0%
State PTMISEA	-	550,000	-	-	-
Other Local	-	6,661	-	-	-
Total Capital Revenues	<u>\$ 3,510,000</u>	<u>\$ 643,014</u>	<u>\$ 3,310,000</u>	<u>\$ -</u>	0%

AGENDA ITEM IV – C
STAFF REPORT

FIRST QUARTER PERFORMANCE REPORT

Attached is the systemwide performance report for the services operated by Yuba-Sutter Transit for the first quarter of FY 2024 (July 2023 through September 2023) presented in comparison with the performance for the same period in the previous fiscal year. This quarterly report represents the start of the fourth full fiscal year since the onset of the COVID-19 pandemic in March 2020, and illustrates the extent to which service and ridership levels are recovering from the extended impacts of the pandemic.

Systemwide ridership continued its steady growth trend through the first quarter of FY 2024, with 138,756 systemwide passenger trips representing a 13.7 percent increase over the same period in FY 2023. For some perspective, the systemwide ridership was just 62 percent of the 223,198 passenger trips that were provided in first quarter of FY 2020 (the last pre-pandemic fiscal quarter) so there is still plenty of room for growth. Yuba-Sutter Transit's pandemic recovery rate generally mirrors that of other transit systems whether regionally or across the country especially when comparing similar services as local services have responded much better than commuter services.

Compared to the increase in ridership, the number of vehicle service hours (VSH) operated systemwide was up only 8 percent compared to the same period in FY 2023 indicating an increase in productivity as demonstrated by the 5.3 percent increase in passengers per VSH. A considerable portion of this increase in service hours was attributable to the Dial-A-Ride service for which VSHs increased by 36.3 percent. With higher ridership relative to service hours, the systemwide financial indicators improved in the first quarter of FY 2024 except for the farebox recovery ratio which decreased marginally from 10 percent to 9.5 percent. This is due in part to a comparative increase in operating cost per vehicle service hour during the reporting period.

Looking forward, while the positive systemwide month-over-month trend is expected to continue, ridership is still likely to remain below pre-pandemic levels through FY 2024. In response to the persistent post-pandemic ridership trends, the agency adopted the Yuba-Sutter NextGen Transit Plan (Plan) in May 2023 to reshape the service for the next 5 to 10 years. The Plan includes modifications to existing routes, new service areas, alternative service models, and more modern technology-based transportation delivery tools. With full implementation, Yuba-Sutter Transit's ridership is projected to increase by 45 percent and its coverage area will increase by 60 percent at approximately the same operating cost (inflation adjusted).

Staff will be prepared to discuss the performance summary in detail at the meeting.

RECOMMENDATION: Information only.

Attachments: FY 2024 First Quarter Performance Report

**QUARTERLY PERFORMANCE REPORT
FIRST QUARTER 2023-2024**

	Passenger Trips	Vehicle Serv. Hours	Pass. Trips Per VSH	Est. Fare Revenue	Fare Rev. Per VSH	Est. Farebox Ratio
Fixed Route:						
July 2023 - Sept 2023	118,985	11,045.47	10.77	\$143,939	\$13.03	11.0%
July 2022 - Sept 2022	103,798	11,027.11	9.41	\$128,879	\$11.69	10.6%
Percent Change	14.6%	0.2%	14.4%	11.7%	11.5%	3.9%
Dial-A-Ride:						
July 2023 - Sept 2023	7,850	5,375.34	1.46	\$25,401	\$4.73	4.0%
July 2022 - Sept 2022	7,519	3,944.68	1.91	\$22,743	\$3.99	3.6%
Percent Change	4.4%	36.3%	-23.5%	11.7%	18.4%	11.2%
Sacramento Services (Commuter & Middy):						
July 2023 - Sept 2023	10,434	2,694.14	3.87	\$51,696	\$19.19	16.3%
July 2022 - Sept 2022	9,528	2,711.89	3.51	\$49,070	\$18.09	16.4%
Percent Change	9.5%	-0.7%	10.2%	5.4%	6.0%	-1.1%
Foothill Route:						
July 2023 - Sept 2023	502	261.55	1.92	\$477	\$1.82	1.5%
July 2022 - Sept 2022	347	256.99	1.35	\$284	\$1.10	1.0%
Percent Change	44.7%	1.8%	42.1%	68.3%	65.3%	54.1%
Live Oak Route:						
July 2023 - Sept 2023	927	258.08	3.59	\$692	\$2.68	2.3%
July 2022 - Sept 2022	757	230.99	3.28	\$645	\$2.79	2.5%
Percent Change	22.5%	11.7%	9.6%	7.2%	-4.0%	-10.5%
Wheatland Route:						
July 2023 - Sept 2023	58	139.10	0.42	\$48	\$0.35	0.3%
July 2022 - Sept 2022	40	139.10	0.29	\$44	\$0.31	0.3%
Percent Change	45.0%	0.0%	45.0%	10.3%	10.3%	2.9%
Systemwide Summary:						
July 2023 - Sept 2023	138,756	19,773.68	7.02	\$222,252	\$11.24	9.5%
July 2022 - Sept 2022	121,989	18,310.76	6.66	\$201,665	\$11.01	10.0%
Percent Change	13.7%	8.0%	5.3%	10.2%	2.1%	-4.9%

Notes:

1. All financial calculations are estimates pending final fiscal audits.

Yuba-Sutter Transit



November 16, 2023

Greg Wong, Deputy District Director
Program & Project Asset Management Caltrans, District 3
703 B Street
Marysville, CA 95901

Dear Mr. Wong:

The Yuba-Sutter Transit Authority is interested in partnering with Caltrans District 3's Sac-5 Managed Lanes Project (Project) to help reduce the instances of single occupant drivers and increase alternate modes of transportation in the Sacramento Area Council of Governments region. Transportation Demand Management (TDM) strategies of multiple facets can be used to achieve this goal. Caltrans District 3 acknowledges that the Yuba-Sutter Transit Authority's deployment of TDM mode-shift strategies exceeding its baseline efforts would not occur without a financial contribution from the Project. In this partnership the Project would provide a financial contribution, in an amount yet to be determined, to aid in reducing greenhouse gases using the metric of Vehicle Miles Traveled (VMT). Through the partnership, reduced VMT will be monitored and reported as mitigation for the Sac-5 Managed Lanes project which may induce VMT.

As the specific financial contribution amount is yet to be determined, this Letter of Intent provides the Yuba-Sutter Transit Authority's concurrence and initial consent to partner with the Project and accept funds for the purpose of developing mutually agreed upon TDM strategies, thereby allowing the Project an opportunity to mitigate induced VMT. A Cooperative Agreement (COOP) with descriptive terms and conditions, funding amounts from the Project's secured and committed funds, and timelines, would legally bind the partnership. The Yuba-Sutter Transit Authority understands that this Letter of Intent is not legally binding, but rather an initial step in partnering with the Project to document its mitigation and monitoring plan. The Yuba-Sutter Transit Authority further understands that the execution of the COOP is contingent upon the Project securing sufficient funding to commit towards mitigation. Timeline to move forward with this process is as follows:

1. Letter of Intent - One month prior to Environmental Document Approval.
2. Executed COOP - Two months prior to Construction Fund Allocation.

The Yuba-Sutter Transit Authority welcomes the opportunity to partner with Caltrans and the Project to provide TDM strategies and reduce VMT as mitigation for the Project.

Sincerely,

Matthew Mauk
Executive Director